

## Novmeber 2007 AGENDA



### California Environmental Education Interagency Network (CEEIN)

Date: November 15, 2007

Time: 9:30 a.m. to 11:30 a.m.

**Conference Phone: 1-866-614-0663; Passcode 4157384 (Please Note)**

Location: Cal/EPA, 1001 I Street (Corner of 10th and I), Second Floor, Conference **Room 2210**

Lead: Becky Williams (CIWMB)

Note taker: Susan Knadle (OEEHA)

**\*Bring Your Own Beverage**

**\*Print Your Own Documents**

**\*Copies Limited**

### AGENDA

	Item	Lead	Time	Action
1.	<b><u>Check – in and Catch -up</u></b> <ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> <li>Review Agenda</li> <li>Approve Minutes from October 2007</li> <li>Update Outstanding Action Items</li> </ul>	Becky	<b>9:30 – 9:40</b>	Approval of Minutes  Update on Action Items
2.	<b><u>Committee Reports &amp; Discussion</u></b>  <b>Administration &amp; Organization</b>  <b>Leadership &amp; Legislation</b>  <b>Communications</b>  <b>Diversity</b>  <b>Environmentality</b>	Committee Chairs	<b>9:40-10:20</b>	Info Sharing Discussion
3.	<b><u>Miscellaneous Topics</u></b> <ul style="list-style-type: none"> <li>Fieldtrips for 2008</li> </ul>	Becky	<b>10:20 – 10:25</b>	Announcement and Feedback
4.	<b>What's New In Your World</b> <ul style="list-style-type: none"> <li>Announcements</li> </ul>	All	<b>10:25-11:15</b>	Info Sharing
5.	<b>Meeting Wrap-Up</b> <ul style="list-style-type: none"> <li>Clarify Action Items</li> <li>Pending Items/Parking Lot</li> <li>Develop January Meeting Agenda</li> </ul>	Becky	<b>11:15 – 11:30</b>	Discussion

#### Meeting Protocol Agreements:

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 11 CEEIN Members is needed to hold a meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the following meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.